

Initial Assessment – Primary

Note: If you are an Alternative Response county, see the [Alternative Response Quick Reference Guide](#).

Note: To create an Initial Assessment – Primary, assignment to the case is needed.


Related Quick Reference Guides:

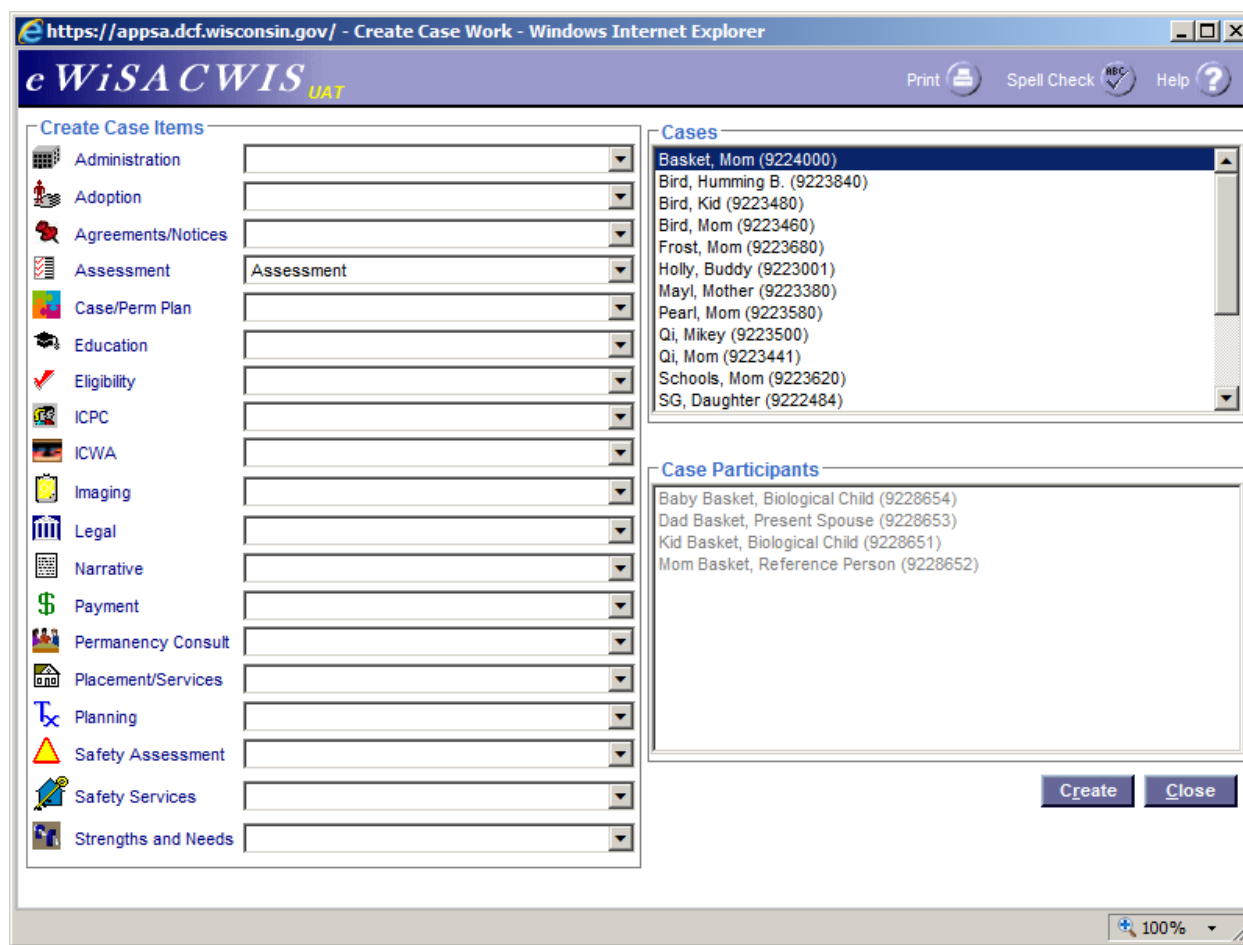
[Documenting ICWA](#)

[Initial Face-to-Face Contacts](#)

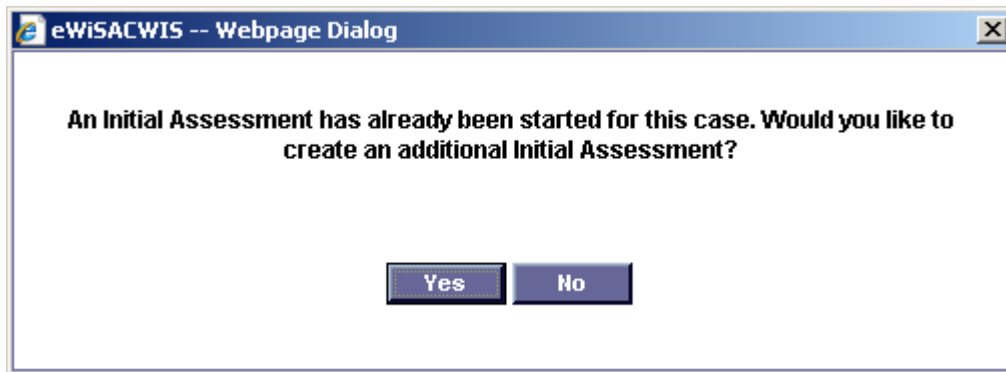
[Notification & Review Process for Substantiated Maltreaters](#)

[Serious Incident \(Act 78\)](#)

1. From the desktop, click Create > Case Work or click the Case Work hot button  to open the Create Case Work page.
2. On the Create Case Work page, select 'Assessment' from the Assessment drop-down, and select the family from the Cases group box. Click Create.

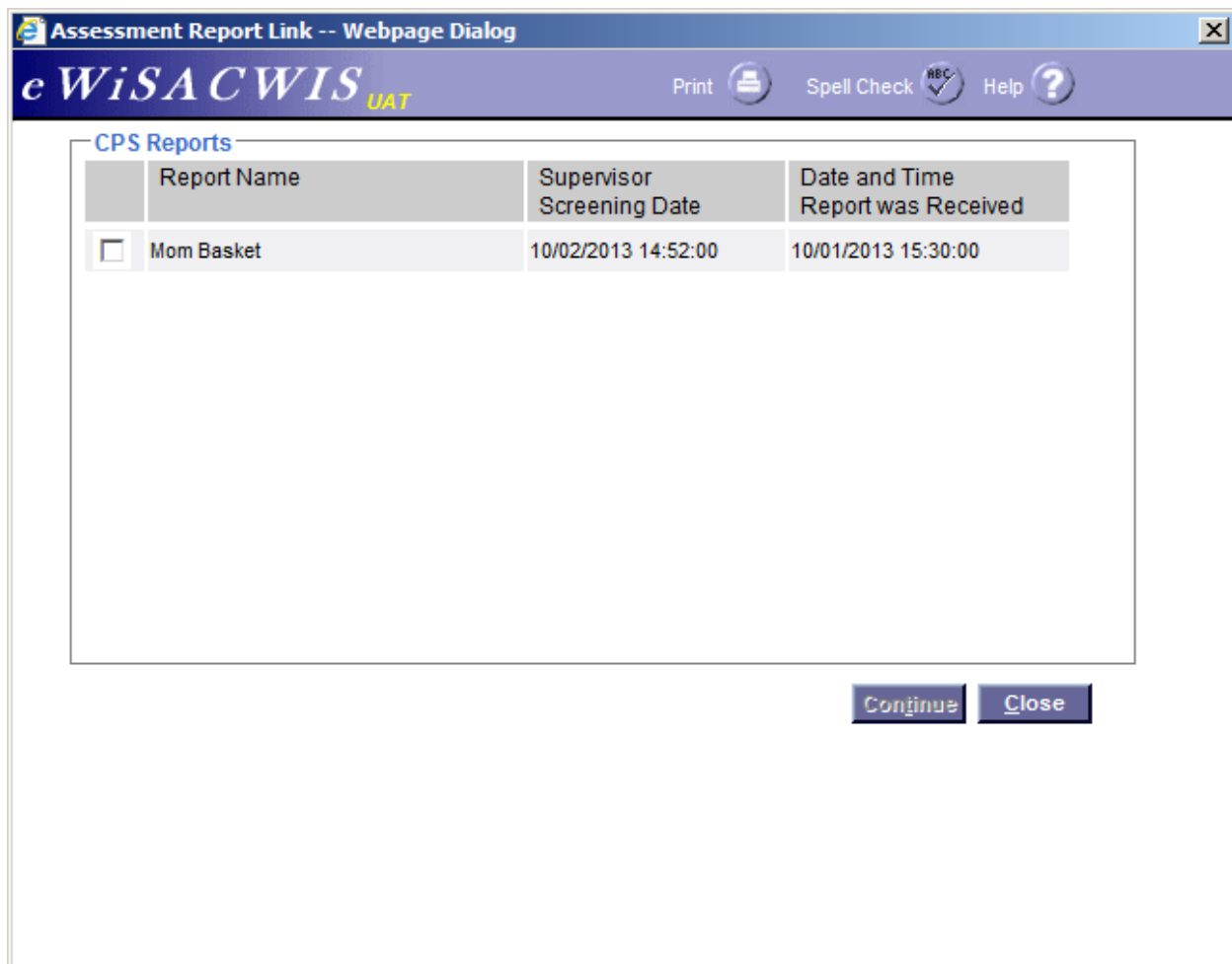


3. If a pending assessment exists, the following message will display:



Click Yes to open the Assessment Report Link page. Click No to close the message and return to the desktop.

4. If a pending assessment does not exist, the Assessment Report Link page opens and shows all screened-in CPS Reports available to be linked to the Assessment. Select the checkbox next to the CPS Report(s) to be linked and click Continue to open the Assessment page.



Assessment- Participants Tab

5. The Assessment page opens to the Participants tab. Click the [Roles](#) hyperlink to add the role of Alleged Maltreater to the appropriate participant(s).
- Additional active case participants can be added by clicking Insert.
 - Select the [Create/View ICWA Record](#) hyperlink to complete the Child's ICWA record. See the ICWA Quick Reference Guide for more information.

The screenshot displays the eWiSACWIS UAT web application interface. The main window shows the 'Assessment' tab with details for 'Basket, Mom' (Assessment ID: 9222051, Status: Open). Below this, the 'Participants' tab is active, showing a table of 'Assessment Participants'.

Name	Gender	DOB	Race	Roles	Edit Roles
Baby Basket	Male	01/01/2013	White	AV-HM	Roles
Mom Basket	Female	10/10/1980	White	AM-HM-PR-RN	Roles
Kid Basket	Female	10/10/2002	White	AV-HM	Roles
Madison Teacher	Female	12/12/1970	Black/African American	RP	Roles
Dad Basket	Male	02/02/1980	White	AM-HM-PR	Roles

A red arrow points from the 'Roles' link in the 'Mom Basket' row to a 'Roles -- Webpage Dialog' window. This dialog window shows the 'Participant' as 'Basket, Mom' and a list of roles with checkboxes:

Select	Roles Description	Code
<input checked="" type="checkbox"/>	Alleged Maltreater	AM
<input type="checkbox"/>	Alleged Victim	AV
<input checked="" type="checkbox"/>	Household Member	HM
<input type="checkbox"/>	Non-Household Member	NM
<input checked="" type="checkbox"/>	Parent/Parental Role	PR
<input checked="" type="checkbox"/>	Report Name	RN
<input type="checkbox"/>	Reporter	RP

At the bottom of the dialog, there are 'Continue' and 'Close' buttons. In the main application window, the 'Insert' button is circled in red, and there are also 'Save' and 'Close' buttons.

Assessment- Basic Tab

6. Next, click on the Basic tab. Select the appropriate Living Arrangement of the Child(ren) drop-down option and up to three Family Characteristics/Conditions.
 - If there are no applicable characteristics or conditions, select 'None Observed.'

The screenshot shows the eWiSACWIS UAT web application in a Windows Internet Explorer browser window. The address bar displays the URL: <https://appsa.dcf.wisconsin.gov/> - Assessment - Windows Internet Explorer. The application header includes the eWiSACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help. The main content area is divided into two tabs: Assessment and Report. The Assessment tab is active, showing the following information:

Assessment
Name: Basket, Mom Assessment ID: 9222051 Status: Open

Report
Response Time: Same Day Date: 10/01/2013

The Basic tab is selected, displaying the following sections:

Case Name Information
C/O:
Street #: 123 Street:
Apt.:
City: Monona State: WI Zip: 53716 Country: United States
Phone: (608)123-4545 Ext.: Alt. Phone: Alt. Ext.:
Fax:
Language Preference: English

Living Arrangement of the Child(ren)
Living Arrangement of the Child(ren): Married two parent household, with two biological/adoptive parents

Family Characteristics/Conditions
Family Characteristics/Conditions: None Observed
Family Characteristics/Conditions:
Family Characteristics/Conditions:

Options: Go Save Close

The bottom of the browser window shows a zoom level of 100%.

Assessment- Allegations Tab

- The Allegations tab prefills with the allegations documented on the CPS Report. Complete the allegation(s) by clicking the [Edit](#) hyperlink to open the Allegation (Assessment) page. Select the appropriate maltreatment determination, date of maltreatment, and answer the remaining questions by selecting the appropriate radio buttons. Additional fields may be required depending on the answers selected.

Note: If a death has occurred, see the section “Recording a Date of Death for a Child” of this guide.

Note: If allegations rise to the level of a Serious Incident, Wisconsin Act 78 requires county agencies and the Bureau of Milwaukee Child Welfare (BMCW) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the [Serious Incident \(Act 78\)](#) Quick Reference Guide for more information.

- Additional allegations can be added. Click Insert within the Allegations group box to open the Allegation (Assessment) page.

The screenshot displays the WisACWIS UAT web application in a Windows Internet Explorer browser window. The address bar shows the URL: <https://apps.dcf.wisconsin.gov/> - Assessment - Windows Internet Explorer. The application header includes the "e WisACWIS UAT" logo and navigation links for Resource, TM, Print, Spell Check, and Help.

The main content area is divided into two tabs: "Assessment" and "Report". The "Assessment" tab is active, showing the following information:

- Name: Basket, Mom
- Assessment ID: 9222051
- Status: Open
- Response Time: Same Day
- Date: 10/01/2013

Below the tabs is a navigation bar with five options: Participants, Basic, Allegations (selected), Contacts, and Results.

The "Allegations" section contains a table with the following data:

Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality	
9005281	Kid Basket	Physical Abuse Describe	Pending	10/01/2013	N		Y	Edit

An "Insert" button is located at the bottom right of the Allegations table.

Below the table is the "Maltreater(s)" section, which includes the following fields:

- Alleged Maltreater: [Dropdown menu]
- Relationship to Victim: Biological Parent(s)
- Determination: Pending

An "Insert" button is also present at the bottom right of the Maltreater(s) section.

At the bottom of the form, there are two checkboxes and a dropdown menu:

- ☐ Independent Investigation
- County of Origination: [Dropdown menu]
- ☐ Is the alleged victim(s) in Agency legal and/or physical custody

Finally, there are "Save" and "Close" buttons at the bottom right of the form.

9. When inserting a new allegation, select an Alleged Victim from the drop-down. Select the type of abuse or neglect from the Abuse/Neglect Code drop-down.

Allegation (Assessment) -- Webpage Dialog

eWiSACWIS UAT

Print Spell Check Help

Allegation

Alleged Victim: Baby Basket

Abuse/Neglect Code:
 Description:
 Determination:
Date or Approximate Date of Alleged Maltreatment:
 Alleged Victim received medical treatment as a result of this alleged maltreatment:
 Alleged Maltreatment occurred while the child's residence was an OHC placement:
 Serious Incident:
☐ Death / Alleged maltreatment
☐ Death / Alleged suicide OHC
☐ Serious injury
☐ Egregious incident
[DCF memo 2010-01](#) [Act 78](#)
 Save Close

10. Next, click the [Description](#) hyperlink to open the Description page. Select up to three values that apply and click Continue to add and return to the Allegation (Assessment) page.

Description -- Webpage Dialog

eWiSACWIS UAT

Print Spell Check Help

Descriptions

Select	Description	Select	Description	Select	Description
<input type="checkbox"/>	Abandonment	<input type="checkbox"/>	Lack of Supervision	<input type="checkbox"/>	Sexually Transmitted Disease
<input type="checkbox"/>	Abusive Head Trauma	<input checked="" type="checkbox"/>	Malnutrition	<input type="checkbox"/>	Shaken Baby/Shaken Impact
<input type="checkbox"/>	Blunt Force Trauma	<input type="checkbox"/>	Manufacturing Meth	<input type="checkbox"/>	Subdural Hemorrhage/ Hematoma
<input type="checkbox"/>	Bruising	<input type="checkbox"/>	Medical Crisis-No Care b/c of Religion	<input type="checkbox"/>	Threatened Abuse/Neglect
<input type="checkbox"/>	Burn/Scald	<input type="checkbox"/>	Medical Neglect of a Disabled Infant	<input type="checkbox"/>	Traumatic Brain Injury
<input type="checkbox"/>	Cut/Laceration/Bite	<input type="checkbox"/>	Mutual Sexual Activity	<input type="checkbox"/>	Unable to Locate Children
<input type="checkbox"/>	Dislocation/Sprain/ Bone Fracture	<input type="checkbox"/>	No Indicators/Injuries Observed	<input type="checkbox"/>	Unborn Child Abuse
<input type="checkbox"/>	Drug Affected Infant	<input type="checkbox"/>	Other Indicator/Injury	<input type="checkbox"/>	Untreated Injury/Lack of Medical Care
<input type="checkbox"/>	Exposure to Elements or Environmental Hazards	<input type="checkbox"/>	Other Medical Neglect		
<input type="checkbox"/>	Exposure to genitals/pub areas	<input type="checkbox"/>	Permanent Impairment		
<input checked="" type="checkbox"/>	Failure to Thrive	<input type="checkbox"/>	Pregnancy		
<input type="checkbox"/>	Forced Viewing of Sexual Activity	<input type="checkbox"/>	Prostitution		
<input type="checkbox"/>	Genital Area Bruising, Red/Swollen, Fissures/Tears	<input type="checkbox"/>	Retinal Hemorrhage		
<input type="checkbox"/>	Internal Injury	<input type="checkbox"/>	Serious Lack of Hygiene		
<input type="checkbox"/>	Lack of Care Due to Poverty	<input type="checkbox"/>	Severe Emotional/Behavioral Problems		
<input checked="" type="checkbox"/>	Lack of Necessary Care	<input type="checkbox"/>	Sexual Contact/Intercourse		
		<input type="checkbox"/>	Sexual Exploitation		

Continue Close

11. Select the appropriate Determination and enter the Date or Approximate Date of Alleged Maltreatment. Select the appropriate answer the remaining questions.

Allegation (Assessment) -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

Allegation

Alleged Victim: Baby Basket

Abuse/Neglect Code: Neglect

[Description](#) Failure to Thrive-Lack of Necessary Care-Malnutrition

Determination: Substantiated

Date or Approximate Date of Alleged Maltreatment: 10/01/2014

Alleged Victim received medical treatment as a result of this alleged maltreatment: ☐ Yes ☒ No

Alleged Maltreatment occurred while the child's residence was an OHC placement: ☐ Yes ☒ No ☐ Unknown

Serious Incident: [Details](#)

☐ Death / Alleged maltreatment [Details](#)

☐ Death / Alleged suicide OHC

☐ Serious injury [Details](#)

☐ Egregious incident [Details](#)

[DCF memo 2010-01](#) [Act 78](#)

Save Close

Serious Incidents

- If 'Yes' is selected for Serious Incident, select the appropriate checkboxes related to the Serious Incident.
- If allegations rise to the level of a Serious Incident, Wisconsin Act 78 requires county agencies and the Bureau of Milwaukee Child Welfare (BMCW) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the [Serious Incident \(Act 78\)](#) Quick Reference Guide for more information.
- Click the [DCF memo 2010-01](#) and [Act 78](#) hyperlink to access the memo and act regarding Child Welfare Public Disclosure 2009 Wisconsin Act 78.

Note: If a death has occurred, see the section "Recording a Date of Death for a Child" of this guide.

12. Click Save when completed. Click Close to return to the Assessment page.

13. Next, complete the Maltreater(s) group box on the Allegations tab.

Assessment
 Name: Basket, Mom Assessment ID: 9222051 Status: Open

Report
 Response Time: Same Day Date: 10/01/2013

Allegations

Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality	
<input checked="" type="radio"/> 9005281	Kid Basket	Physical Abuse Describe	Substantiated	10/01/2013	N	N	N	Edit
<input type="radio"/> 9005281	Baby Basket	Neglect Describe	Substantiated	10/01/2014	N	N	N	Edit Delete

[Insert](#)

Maltreater(s)

Alleged Maltreater	Relationship to Victim	Determination	
Mom Basket	Biological Parent(s)	Substantiated	
Dad Basket	Biological Parent(s)	Pending	Delete

☐ Independent Investigation County of Origination: ☐ Is and/or physical custody

[Insert](#)

[Save](#) [Close](#)

- Only individuals with the role of 'AM' (Alleged Maltreater) on the Participants tab will be available in the Alleged Maltreater drop-down.

Assessment Participants

Name	Gender	DOB	Race	Roles	Edit Roles
Baby Basket	Male	01/01/2013	White	AV-HM	Roles
Dad Basket	Male	02/02/1980	White	AM-HM-PR	Roles
Mom Basket	Female	10/10/1980	White	AM-HM-PR-RN	Roles
Kid Basket	Female	10/10/2002	White	AV-HM	Roles
Madison Teacher	Female	12/12/1970	Black/African American	RP	Roles

- Each allegation may have different maltreaters. Select the radio button next to the allegation to view the maltreater(s) for that allegation.
- Click Insert within the Matreater(s) group box to add a maltreater for an allegation. For example, when both parents are alleged maltreaters, only one maltreater row will exist from the access report. Insert an additional row for the second parent.

Note: At least one substantiated maltreater when the maltreatment has been substantiated.

Note: If maltreatment is unsubstantiated, all maltreaters will default to unsubstantiated.

Assessment- Contacts Tab

14. The Contacts tab is view only; displaying any linked Assessment Contacts. If no contacts have been entered yet, the page will be blank.

The screenshot shows the eWISACWIS UAT interface in a Windows Internet Explorer browser. The address bar displays the URL: <https://apps.dcf.wisconsin.gov/> - Assessment - Windows Internet Explorer. The page header includes the eWISACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help. The main content area is divided into two tabs: Assessment and Report. The Assessment tab is active, showing the following information: Name: Basket, Mom; Assessment ID: 9222051; Status: Open. The Report tab shows Response Time: Same Day and Date: 10/01/2013. Below the tabs is a navigation bar with links: Participants, Basic, Allegations, Contacts, and Results. The Contacts tab is selected, displaying a table with the following columns: Note ID, Name, Affiliation/Relationship, Title, Date, and Contact Date/Time. The table is currently empty. At the bottom right of the table area are buttons for Save and Close. The browser status bar at the bottom indicates 100% zoom.

Once entered, each contact will display:

The screenshot shows the eWISACWIS UAT interface in a Windows Internet Explorer browser. The address bar displays the URL: https://apps.dcf.wisconsin.gov/?action=EDIT&IVGN_ID_CASE=9224000&IVGN_ID_INV5=9222051 - Assess - Windows Intern... The page header includes the eWISACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help. The main content area is divided into two tabs: Assessment and Report. The Assessment tab is active, showing the following information: Name: Basket, Mom; Assessment ID: 9222051; Status: Open. The Report tab shows Response Time: Same Day and Date: 10/01/2013. Below the tabs is a navigation bar with links: Participants, Basic, Allegations, Contacts, and Results. The Contacts tab is selected, displaying a table with the following columns: Note ID, Name, Affiliation/Relationship, Title, Date, and Contact Date/Time. The table contains three entries:

Note ID	Name	Affiliation/Relationship	Title	Date	Contact Date/Time
9224477	Basket, Baby			10/02/2014	10/02/2014 08:30 AM
9224477	Basket, Kid			10/02/2014	10/02/2014 08:30 AM
9224477	Basket, Mom			10/02/2014	10/02/2014 08:30 AM

At the bottom right of the table area are buttons for Save and Close. The browser status bar at the bottom indicates 100% zoom.

Assessment- Results Tab

15. The Results tab is mostly view only and prefills information from completed work on the Assessment, including the Safety Assessment, Analysis and Plan. It also prefills information based on the type of Assessment being entered.

- If the child is under three years old and has a substantiated allegation(s), their name will appear in the Birth to Three Referral Information group box. The Referred drop-down must be answered in order to approve the Assessment.

The screenshot shows the eWiSACWIS UAT web application in a Windows Internet Explorer browser window. The address bar shows the URL: https://apps.dcf.wisconsin.gov/ - Assessment - Windows Internet Explorer. The application header includes the eWiSACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help. The main content area is divided into two tabs: Assessment and Report. The Assessment tab is active, showing the following information:

- Name: Basket, Mom
- Assessment ID: 9222051
- Status: Open
- Response Time: Same Day
- Date: 10/01/2013

Below this information is a navigation bar with tabs: Participants, Basic, Allegations, Contacts, and Results. The Results tab is selected, displaying the following sections:

- Assessment Results**: Result: Substantiated
- Disposition**: (Empty field)
- Family RA Future A/N**: Abuse Score, Neglect Score, Risk Level (All empty fields)
- Safety Assessment**: Safety Decision (Empty field)
- Strengths and Needs**: Needs Level (Empty field)
- Initial Face-to-Face Contact Information**: Initial Face-to-Face Must Occur By: 10/01/2013 11:59 PM, Initial Face-to-Face Documented: (Empty field). Links: [CPS Report 9005281](#), [Create Initial Face-to-Face Contact Note](#), and a button [Click to Create Contact Note](#).
- Birth to Three Referral Information**: A table with columns Alleged Victim, DOB, and Referred. The first row shows Baby Basket, 01/01/2013, and Yes (selected from a dropdown menu).

At the bottom of the form, there is an Options dropdown menu, a Go button, and Save and Close buttons. The status bar at the bottom right shows 100% zoom.

Note: After the initial Save of the page, the Initial Face-to-Face Contact Information automatically calculates when the Initial Face-to-Face Must Occur By.

16. Next, select the [Create Initial Face-to-Face Contact Note](#) hyperlink to open the Case Notes page.

17. When created from the Results tab of the Assessment, the Case Note Category will pre-fill as 'Initial Assessment Contact' and Type as 'Initial Face-to-Face'. Enter the appropriate information and narrative. Once completed, click the Save button. Click Close to return to the Results tab of the Assessment page.

Note: For more information on this process see the Initial Face-to-Face Contacts Quick Reference.

The screenshot shows the 'Case Notes -- Webpage Dialog' window in the eWiSACWIS UAT system. The form is titled 'Case Notes' and includes the following fields and sections:

- Case Information:** Case: Basket, Mom (9224000), Worker Creating Note: Bee, Worker, Worker Making Contact: Bee, Worker, Search, Case Note ID: , Date Entered: 10/14/2014 08:56 AM, ☐ Note Finalized, ☐ Contact By Designee.
- Note Information:**
 - Date: 10/02/2014
 - Begin Time: 08:30 AM
 - End Time: 00:00 AM
 - Duration: 0000.0
 - ☐ Billable
 - Category: Initial Assess Contact
 - Type: Initial Face-to-Face
 - Type Detail:
 - Face-to-Face Location: Home Visit
 - Face-to-Face Result: Occurred
 - ☐ View Inactive Participants
 - Participants: Basket, Baby (Bio Child), Basket, Dad (Present Spouse), Basket, Kid (Bio Child), Basket, Mom (Reference Person)
 - Hold down the 'Ctrl' key for multi-selection
 - [Add Contacts](#)
- Narrative:** Case Note 1/1 Details, Enter text here..., [More...](#), [Less...](#), [Default](#)
- Buttons:** Insert Correction Note, Clear Fields, Create, Save, Close

18. On the Assessment page, the date the Initial Face-to-Face Documented date and time prefill. The Case Note ID number prefills and is a hyperlink to the case note.

The screenshot shows the 'Assessment' page in the eWiSACWIS UAT system. The page includes the following sections and fields:

- Assessment:** Name: Basket, Mom, Assessment ID: 9222051, Status: Open
- Report:** Response Time: Same Day, Date: 10/01/2013
- Participants:**
- Basic:**
 - Assessment Results: Result: Substantiated
 - Disposition:
- Allegations:**
 - Family RA Future A/N
 - Abuse Score:
 - Neglect Score:
 - Risk Level:
- Contacts:**
- Results:**
 - Safety Assessment: Safety Decision:
 - Strengths and Needs: Needs Level:
- Initial Face-to-Face Contact Information:**
 - Initial Face-to-Face Must Occur By: 10/01/2013 11:59 PM
 - Initial Face-to-Face Documented: 10/02/2014 08:30 AM
 - [CPS Report 9005281](#)
 - [Case Note ID 9224477](#)
 - [Create Initial Face-to-Face Contact Note](#)

IA Primary

19. Click on the Basic tab to access the IA Primary page. Select 'IA Primary' on the Options drop-down and click Go.

The screenshot shows the eWiSACWIS web application in a Windows Internet Explorer browser window. The address bar displays the URL: <https://apps.dcf.wisconsin.gov/> - Assessment - Windows Internet Explorer. The application header includes the eWiSACWIS logo and navigation links: Resource, TM, Print, Spell Check, and Help. The main content area is divided into two tabs: 'Assessment' and 'Report'. The 'Assessment' tab is active, showing the following information: Name: Basket, Mom; Assessment ID: 9222051; Status: Open. The 'Report' tab shows Response Time: Same Day and Date: 10/01/2013. Below the tabs is a navigation bar with buttons: Participants, Basic, Allegations, Contacts, and Results. The 'Basic' tab is selected, displaying the 'Case Name Information' section with fields for C/O, Street #, Street, Apt., City, State, Zip, Country, Phone, Ext., Alt. Phone, Alt. Ext., Fax, and Language Preference. The 'Living Arrangement of the Child(ren)' section shows a dropdown menu with the selected option: 'Married two parent household, with two biological/adoptive parents'. The 'Family Characteristics/Conditions' section shows three dropdown menus, all set to 'None Observed'. At the bottom, the 'Options' dropdown menu is open, showing a list of options: Assessment, Clinical, IA Primary (highlighted), IA Secondary or Non Caregivers, Actuarial, IA Narrative, Family RA Future A/N, Strengths and Needs, Actions, and Extension. The 'Go' button is next to the dropdown menu. The 'Save' and 'Close' buttons are also visible.

20. The following message will appear. Click Yes to continue, or No to not save the Assessment and return to the page.

The screenshot shows a 'Webpage Dialog' box titled 'eWiSACWIS -- Webpage Dialog'. The dialog contains the text: 'This will save the Assessment Information. Do you want to continue?'. Below the text are two buttons: 'Yes' and 'No'.

IA Primary – Part. Info (Participant Information) Tab

21. On the Initial Assessment – Primary page, start by identifying the participants by clicking Add/Edit within the appropriate Child or Parent Information group box. When clicked, the Case Participant/Collaterals page opens.

Initial Assessment-Primary -- Webpage Dialog

eWiSACWIS UAT

Resource TM Print Spell Check REC Help ?

Case Information

Case Name: Basket, Mom Case ID: 9224000 Referral Date: 10/01/2013 Assessment Type: Traditional ☐ IA Completed

Part. Info Maltreatment ChildFncng AdultFncng ParentalPractices Summary

Child Information

Child Name	DOB
Basket, Kid	10/10/2002
Basket, Baby	01/01/2013

Add/Edit

Parent Information

Parental Role Name	DOB
Basket, Mom	10/10/1980
Basket, Dad	02/02/1980

Add/Edit

Options: Go Save Close

22. Select the checkbox next to the participant(s) to be added and click Continue to add the participant and return to the Part. Info tab.

Case Participants/Collaterals -- Webpage Dialog

eWiSACWIS UAT

Print Spell Check REC Help ?

Case Participants - Children

Select	Person Name	DOB
<input checked="" type="checkbox"/>	Basket, Kid	10/10/2002
<input type="checkbox"/>	Basket, Mom	10/10/1980
<input type="checkbox"/>	Basket, Dad	02/02/1980
<input checked="" type="checkbox"/>	Basket, Baby	01/01/2013

Continue Close

IA Primary – Maltreatment Tab

23. On the Maltreatment tab, select the appropriate answers for the Safety Assessment group box. Enter information regarding the maltreatment in the Maltreatment and Surrounding Circumstances narratives.

The screenshot shows the 'Initial Assessment-Primary -- Webpage Dialog' window for the eWiSACWIS UAT system. The window has a title bar and a menu bar with options: Resource, TM, Print, Spell Check, and Help. Below the menu bar is a 'Case Information' section with fields for Case Name (Basket, Mom), Case ID (9224000), Referral Date (10/01/2013), Assessment Type (Traditional), and a checkbox for IA Completed. A tabbed interface is present with tabs for Part. Info, Maltreatment, ChildFnctng, AdultFnctng, ParentalPractices, and Summary. The 'Maltreatment' tab is active. It contains a 'Safety Assessment' section with two questions: 'One or both parents/caregivers intend(ed) to seriously hurt the child.' and 'Living arrangements seriously endanger the child's physical health.', each with 'Yes' and 'No' radio buttons. Below this is a 'Maltreatment' section with two narrative areas: '1. Maltreatment:' and '2. Surrounding Circumstances:'. The first narrative area has a text box and links for 'More...', 'Less...', and 'Default'. The second narrative area also has a text box. At the bottom right of the dialog are 'Save' and 'Close' buttons.

Initial Assessment-Primary -- Webpage Dialog

eWiSACWIS^{UAT}

Resource TM Print Spell Check Help

Case Information

Case Name: Basket, Mom Case ID: 9224000 Referral Date: 10/01/2013 Assessment Type: Traditional ☐ IA Completed

Part. Info Maltreatment ChildFnctng AdultFnctng ParentalPractices Summary

Safety Assessment

One or both parents/caregivers intend(ed) to seriously hurt the child. [Details](#) ☐ Yes ☐ No

Living arrangements seriously endanger the child's physical health. [Details](#) ☐ Yes ☐ No

Maltreatment

1. Maltreatment:

Describe the maltreatment that occurred. Be specific about the injuries and/or conditions. If the child(ren) received medical attention, describe the findings.

[More...](#) [Less...](#) [Default](#)

2. Surrounding Circumstances:

Describe the surrounding circumstances accompanying or leading up to the maltreatment. **Note:** This narrative section should always include the parents explanation of circumstances even if the finding is no maltreatment.

[Save](#) [Close](#)

IA Primary – ChildFunctng (Child Functioning) Tab

24. Next, on the Child Functioning tab, select the appropriate answer for the Safety Assessment question. Enter information in the Child Functioning narrative boxes. Each child identified on the Part. Info tab will have a required narrative section.

The screenshot displays the 'Initial Assessment-Primary -- Webpage Dialog' window for the 'eWiSACWIS UAT' system. The 'Case Information' section at the top shows 'Case Name: Basket, Mom', 'Case ID: 9224000', 'Referral Date: 10/01/2013', and 'Assessment Type: Traditional'. A 'IA Completed' checkbox is present. Below this is a tabbed interface with 'Part. Info', 'Maltreatment', 'ChildFunctng', 'AdultFunctng', 'ParentalPractices', and 'Summary'. The 'ChildFunctng' tab is active, showing a 'Safety Assessment' section with the question 'The child is profoundly fearful of the home situation or people within the home.' and radio buttons for 'Yes' and 'No'. Below this is a 'Child Functioning' section with a text area for 'Describe the child's general functioning and effects of any maltreatment.' and a table with 'Row 1 of 2' and a 'Describe...' text area. At the bottom right are 'Save' and 'Close' buttons.

Initial Assessment-Primary -- Webpage Dialog

eWiSACWIS UAT

Resource TM Print Spell Check Help

Case Information

Case Name: Basket, Mom Case ID: 9224000 Referral Date: 10/01/2013 Assessment Type: Traditional IA Completed

Part. Info Maltreatment ChildFunctng AdultFunctng ParentalPractices Summary

Safety Assessment

The child is profoundly fearful of the home situation or people within the home. Details Yes No

Child Functioning

Child Name: Basket, Kid

Describe the child's general functioning and effects of any maltreatment.

Row 1 of 2

Describe...

More... Less... Default

Save Close

IA Primary – AdultFncng (Adult Functioning) Tab

25. On the Adult Functioning tab, select the appropriate answers for the Safety Assessment questions. Enter information in the Adult Functioning narrative boxes. Each adult identified on the Part. Info tab will have a required narrative section.

The screenshot displays the 'Initial Assessment-Primary -- Webpage Dialog' window. The title bar includes the eWiSACWIS UAT logo and navigation icons for Resource, TM, Print, Spell Check, and Help. The 'Case Information' section at the top shows 'Case Name: Basket, Mom', 'Case ID: 9224000', 'Referral Date: 10/01/2013', 'Assessment Type: Traditional', and an unchecked 'IA Completed' checkbox. Below this is a tabbed interface with 'Part. Info', 'Maltreatment', 'ChildFncng', 'AdultFncng' (selected), 'ParentalPractices', and 'Summary'. The 'AdultFncng' tab contains a 'Safety Assessment' section with two questions: 'One or both parents/caregivers' behavior is dangerously impulsive or they will not/cannot control their behavior.' and 'One or both parents/caregivers are violent.', each with 'Yes' and 'No' radio buttons. Below the safety assessment is the 'Adult Functioning' section, which includes 'Parental Role Name: Basket, Mom' and a text area for describing the adult's general functioning, daily life management, mental health, and substance use. The text area is labeled 'Row 1 of 2' and contains the placeholder text 'Describe...'. At the bottom of the text area are links for 'More...', 'Less...', and 'Default'. The window concludes with 'Save' and 'Close' buttons.

Initial Assessment-Primary -- Webpage Dialog

eWiSACWIS UAT

Resource TM Print Spell Check Help

Case Information

Case Name: Basket, Mom Case ID: 9224000 Referral Date: 10/01/2013 Assessment Type: Traditional IA Completed

Part. Info Maltreatment ChildFncng **AdultFncng** ParentalPractices Summary

Safety Assessment

One or both parents/caregivers' behavior is dangerously impulsive or they will not/cannot control their behavior. [Details](#) ☐ Yes ☐ No

One or both parents/caregivers are violent. [Details](#) ☐ Yes ☐ No

Adult Functioning

Parental Role Name: Basket, Mom

Describe the adult's general functioning, daily life management, mental health functioning and substance use. (You may include but not rate pertinent childhood history information.)

Row 1 of 2

Describe...

[More...](#) [Less...](#) [Default](#)

[Save](#) [Close](#)

IA Primary – Parental Practices Tab

26. On Parental Practices tab select the appropriate Yes or No radio button for the Safety Assessment questions. Next, complete the narrative sections. Disciplinary Approaches and Parenting Practices narratives are completed for each adult. The Family Functioning narrative is completed once for the family as a whole.

The screenshot shows a web application window titled "Initial Assessment-Primary -- Webpage Dialog". The header bar includes the logo "eWiSACWIS UAT" and navigation links: Resource, TM, Print, Spell Check, and Help. Below the header, the "Case Information" section displays: Case Name: Basket, Mom; Case ID: 9224000; Referral Date: 10/01/2013; Assessment Type: Traditional; and a checkbox for "IA Completed".

The main content area has a tabbed interface with the following tabs: Part. Info, Maltreatment, ChildFunctng, AdultFunctng, ParentalPractices (selected), and Summary. The "ParentalPractices" tab is active, showing three sections:

- Safety Assessment:** A list of six questions, each with "Yes" and "No" radio buttons and a "Details" link.
 - The child has exceptional needs which the parents/caregivers cannot or will not meet. [Details](#)
 - No adult in the home will perform parental duties and responsibilities. [Details](#)
 - One or both parents/caregivers fear they will maltreat the child and/or request placement. [Details](#)
 - One or both parents/caregivers lack parenting knowledge, skills, or motivation necessary to assure the child's basic needs are met. [Details](#)
 - One or both parents/caregivers have extremely negative perceptions of the child. [Details](#)
 - Family does not have or use resources necessary to assure the child's basic needs. [Details](#)
- Disciplinary Approaches:** A section for "Parental Role Name: Basket, Mom" with a text area to "Describe the disciplinary approaches generally used by the parent and the typical context within which they are used." It shows "Row 1 of 2".
- Parenting Practices:** A section for "Parental Role Name: Basket, Mom" with a text area to "Describe the parent's general parenting practices (nurturing, limit setting, protectiveness, provision of basic care, etc.)." It shows "Row 1 of 2".

At the bottom right of the form are "Save" and "Close" buttons.

IA Primary – Summary Tab

27. The Summary tab is the last tab of the Initial Assessment – Primary page. Document the Family Support Network information if the case is being opened for services, otherwise complete the Closing Summary. Complete the Case Disposition information.

The screenshot shows a web application window titled "Initial Assessment-Primary -- Webpage Dialog". The header bar includes the "eWiSACWIS UAT" logo and navigation icons for Resource, TM, Print, Spell Check, and Help. The main content area is divided into tabs: Part. Info, Maltreatment, ChildFncng, AdultFncng, ParentalPractices, and Summary. The Summary tab is active, displaying three sections: "Family Support Network" with a text area and "More... Less... Default" links; "Closing Summary" with a text area and "More... Less... Default" links; and "Case Disposition" with radio buttons for "Case Closed" and "Case Opened", each followed by a "Reason Case" dropdown menu. At the bottom right, there are "Save" and "Close" buttons.

Initial Assessment-Primary -- Webpage Dialog

eWiSACWIS UAT

Resource TM Print Spell Check Help

Case Information

Case Name: Basket, Mom Case ID: 9224000 Referral Date: 10/01/2013 Assessment Type: Traditional ☐ IA Completed

Part. Info Maltreatment ChildFncng AdultFncng ParentalPractices Summary

Family Support Network

If opening/transferring the case for services complete this section by describing the family's support network, taking into account the family's cultural context. Otherwise, go directly to the Closing Summary.

[More...](#) [Less...](#) [Default](#)

Closing Summary

Closing Summary/Supervisor Comments (Include any referrals to community resources that were made):

[More...](#) [Less...](#) [Default](#)

Case Disposition

☐ Case Closed Reason Case Closed:

☐ Case Opened Reason Case Opened:

Save Close

28. The Summary tab also contains a Correspondence documentation group box for a Mandated Reporter or Relative Reporter. Enter the appropriate information.

Note: These templates are available under the Options drop-down of the Assessment page.

The screenshot displays the 'Initial Assessment-Primary -- Webpage Dialog' window for the 'eWiSACWIS UAT' system. The 'Summary' tab is selected, showing case details for 'Basket, Mom' (Case ID: 9224000, Referral Date: 10/01/2013, Assessment Type: Traditional). The 'Case Disposition' section includes radio buttons for 'Case Closed' and 'Case Opened', each with a corresponding 'Reason' dropdown menu. The 'Correspondence' section contains two sub-sections: 'Mandated Reporter' and 'Relative Reporter'. The 'Mandated Reporter' section has a 'Not applicable' checkbox and a 'Date mandated reporter given feedback' field set to '00/00/0000'. The 'Relative Reporter' section has a 'Not applicable' checkbox, a 'Documented request for information received from relative reporter' checkbox with a date field set to '00/00/0000', and a 'Date Letter Sent' field set to '00/00/0000' followed by an 'OR' and a 'Date of Court Order Barring Disclosure' field set to '00/00/0000'. The window includes a toolbar with icons for Resource, TM, Print, Spell Check, and Help, and 'Save' and 'Close' buttons at the bottom right.

Initial Assessment-Primary -- Webpage Dialog

eWiSACWIS UAT

Resource TM Print Spell Check REC Help

Case Information

Case Name: Basket, Mom Case ID: 9224000 Referral Date: 10/01/2013 Assessment Type: Traditional ☐ IA Completed

Part. Info Maltreatment ChildFnctng AdultFnctng ParentalPractices **Summary**

More... Less... Default

Case Disposition

☐ Case Closed Reason Case Closed:

☐ Case Opened Reason Case Opened:

Correspondence

Mandated Reporter

☐ Not applicable

Date mandated reporter given feedback: 00/00/0000

Relative Reporter

☐ Not applicable

☐ Documented request for information received from relative reporter: 00/00/0000

☐ Date Letter Sent: 00/00/0000 OR Date of Court Order Barring Disclosure: 00/00/0000

Save Close

29. Next, return to the Part. Info tab, and select 'Safety Assessment, Analysis and Plan' on the Options drop-down. Click Go to open the page.

Initial Assessment-Primary -- Webpage Dialog

eWiSACWIS UAT Resource TM Print Spell Check REC Help ?

Case Information

Case Name: Basket, Mom Case ID: 9224000 Referral Date: 10/01/2013 Assessment Type: Traditional ☐ IA Completed

Part. Info | **Maltreatment** | **ChildFncng** | **AdultEncng** | **ParentalPractices** | **Summary**

Child Information

Child Name	DOB
Basket, Kid	10/10/2002
Basket, Baby	01/01/2013

Add/Edit

Parent Information

Parental Role Name	DOB
Basket, Mom	10/10/1980
Basket, Dad	02/02/1980

Add/Edit

Options: Safety Assessment, Analysis and Plan Go Save Close

Action
Safety Assessment, Analysis and Plan
Text
Initial Assessment Primary

Safety Assessment, Analysis and Plan – Part. Info (Participant Information) Tab

30. When opened, the Part. Info tab will pre-fill with the same participants identified in the Part. Info tab of the Initial Assessment – Primary page. Select Add/Edit if changes need to be made regarding the identified participants.

The screenshot shows a web application window titled "Safety Assessment, Analysis and Plan -- Webpage Dialog". The application logo "eWiSACWIS UAT" is visible. The top navigation bar includes links for Resource, TM, Print, Spell Check, and Help. The main content area is divided into tabs: "Part. Info" (selected), "Safety Assessment", "Description of Safety Threats", and "Plan Analysis".

Under the "General" section, the following information is displayed:

- Name: Mom Basket
- Worker: Worker Bee
- Approval Date:
- Type: Initial Assessment Primary
- ☐ Completed

The "Part. Info" tab contains two sections:

Child Information

Child Name	DOB
Basket, Baby	01/01/2013
Basket, Kid	10/10/2002

[Add/Edit](#)

Parent/Caregiver Information

Parent/Caregiver Name	DOB
Basket, Dad	02/02/1980
Basket, Mom	10/10/1980

[Add/Edit](#)

At the bottom, there is an "Options:" dropdown menu with a "Go" button, and "Save" and "Close" buttons.

Safety Assessment, Analysis and Plan – Safety Assessment Tab

31. The Safety Assessment tab contains all 11 safety questions that were answered as part of the Initial Assessment – Primary. Make any necessary changes and scroll down to the Safety Assessment and Conclusion group box. Enter the Date of Safety Assessment.

Note: BMCW workers should complete the BMCW Safety Services group box as applicable.

- If all safety questions are answered 'No,' enter the date of the safety assessment, open the Safety Assessment template from the Options drop-down, check the Completed checkbox in the upper right-hand corner, and click Save. Click Close to return to the Initial Assessment – Primary page. Proceed to step 37 of this guide.
- If any safety question is answered 'Yes', proceed to the next step.

Safety Assessment, Analysis and Plan -- Webpage Dialog

eWiSACWIS UAT Resource TM Print Spell Check Help

General

Name: Mom Basket Worker: Worker Bee Approval Date: Type: Initial Assessment Primary ☐ Completed

Safety Assessment Description of Safety Threats Plan Analysis

Safety Assessment

One or both parents/caregivers have extremely negative perceptions of the child. [Details](#) ☒ Yes ☐ No

Family does not have or use resources necessary to assure the child's basic needs. [Details](#) ☐ Yes ☒ No

One or both parents/caregivers fear they will maltreat the child and/or request placement. [Details](#) ☐ Yes ☒ No

One or both parents/caregivers intend(ed) to seriously hurt the child. [Details](#) ☐ Yes ☒ No

One or both parents/caregivers lack parenting knowledge, skills, or motivation necessary to assure the child's basic needs are met. [Details](#) ☒ Yes ☐ No

The child has exceptional needs which the parents/caregivers cannot or will not meet. [Details](#) ☐ Yes ☒ No

Living arrangements seriously endanger the child's physical health. [Details](#) ☒ Yes ☐ No

The child is profoundly fearful of the home situation or people within the home. [Details](#) ☒ Yes ☐ No

Safety Assessment and Conclusion

One or more factors that negatively affect safety are identified: ☒ Yes ☐ No

Date of Safety Assessment: 00/00/0000

If the answer is No, then the child(ren) is safe. Proceed only with the required documentation of contacts, interview content or observations, and supervisory approval.

If the answer is Yes, then the child(ren) may be unsafe. Please continue with the Description of Safety Threats and Plan Analysis tabs.

Options:

Safety Assessment, Analysis and Plan – Description of Safety Threats Tab

32. The Description of Safety Threats tab displays the Safety Threats selected on the previous tab, with required narrative text to describe each identified safety threat. The Services Available/Accessible group box questions are view only on this tab.

Safety Assessment, Analysis and Plan -- Webpage Dialog

eWiSACWIS^{UAT} Resource TM Print Spell Check Help

General

Name: Mom Basket Worker: Worker Bee Approval Date: Type: Initial Assessment Primary ☐ Completed

Part. Info Safety Assessment **Description of Safety Threats** Plan Analysis

Safety Threats

Specifically describe the family conditions that support the safety threats identified. If any evaluations such as Psychological, Medical/AODA evaluations are needed to understand the conditions that affect safety, describe those here.

Threat	Row
No adult in the home will perform parental duties and responsibilities.	Row 1 of 6
Description: Describe...	
One or both parents/caregivers' behavior is dangerously impulsive or they will not/cannot control their behavior.	Row 2 of 6
Description: Describe...	

Services Available/Accessible

All Needed Services/activities provided. ☐ Yes ☐ No

All Needed Services/activities/providers are available at level/time required. ☐ Yes ☐ No

Options: Go Save Close

Safety Assessment, Analysis and Plan – Plan Analysis Tab

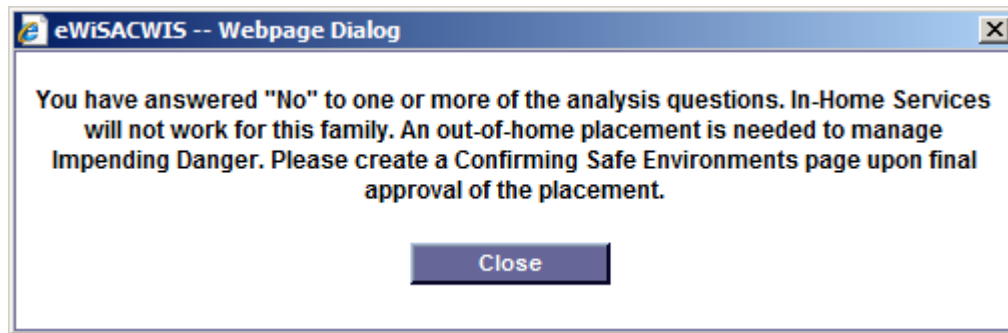
33. On the Plan Analysis tab, how the first question: ‘Can and will the non-maltreating parent or another adult in the home protect the child(ren)?’ is answered affects how the rest of the tab works. If ‘Yes,’ is selected the corresponding narrative becomes required and the Analysis questions are disabled. If ‘No’ or ‘N/A,’ the narrative is disabled and the Analysis questions are enabled and required.

The screenshot shows the 'eWiSACWIS UAT' Webpage Dialog. The 'General' section at the top includes fields for Name (Mom Basket), Worker (Worker Bee), Approval Date, Type (Initial Assessment Primary), and a 'Completed' checkbox. Below this are tabs for 'Part. Info', 'Safety Assessment', 'Description of Safety Threats', and 'Plan Analysis'. The 'Plan Analysis' tab is active, showing the 'Parent / Caregiver Protective Capacity' section with the question 'Can and will the non-maltreating parent or another adult in the home protect the child(ren)?' and radio buttons for 'Yes', 'No', and 'N/A'. The 'No' option is selected. Below this is a text area for justification. The 'Analysis' section contains five questions, each with 'Yes' and 'No' radio buttons, all of which are currently disabled. At the bottom, there is an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons.

34. If all of the Analysis questions are answered ‘Yes,’ you will receive the following message. Selecting ‘Yes’ will take you to the Plan Analysis tab to enter the In-Home Services that will be implemented to ensure safety of the child(ren) in the home. Selecting ‘No’ returns you to the Plan Analysis tab.

The screenshot shows a message dialog box titled 'eWiSACWIS -- Webpage Dialog'. The message text reads: 'You have answered "Yes" to all of the analysis questions. In-Home Services will work for this family. Please proceed to develop services for the In-Home Safety Plan. Please select Yes to add services at this time. Select No to remain on this tab.' At the bottom of the dialog are two buttons: 'Yes' and 'No'.

35. If one or more of the Analysis questions are answered 'No,' the following message will appear directing you to complete a Confirming Safe Environments:



36. If In-Home Services may work for this family, enter the services that will be implemented by clicking the [Add/Edit Services](#) hyperlink on the Description of Safety Threats tab.

A screenshot of the "Safety Assessment, Analysis and Plan" web application. The interface includes a top navigation bar with the "eWiSACWIS UAT" logo and various utility icons (Resource, TM, Print, Spell Check, Help). The main content area has several tabs: "Part. Info", "Safety Assessment", "Description of Safety Threats" (which is currently selected), and "Plan Analysis".

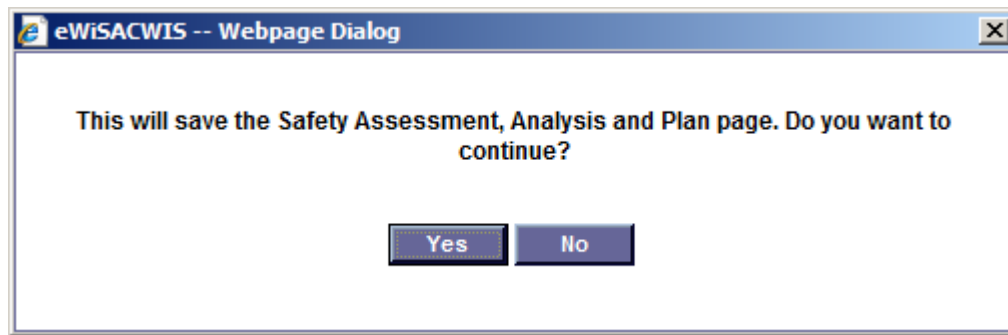
Under the "General" section, there are input fields for "Name: Mom Basket", "Worker: Worker Bee", "Approval Date:", and "Type: Initial Assessment Primary", along with a "Completed" checkbox.

The "Description of Safety Threats" tab displays a table with one row of data:
- Description: "No adult in the home will perform parental duties and responsibilities."
- Row indicator: "Row 1 of 1"
- Action: A blue hyperlink labeled "Add/Edit Services" is positioned to the right of the description field.

Below the table, there is a section titled "Services Available/Accessible" with two rows of radio button options:
1. "All Needed Services/activities provided." with "Yes" and "No" radio buttons.
2. "All Needed Services/activities/providers are available at level/time required." with "Yes" and "No" radio buttons.

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons.

37. Clicking the [Add/Edit Services](#) link displays the following message.



Click 'Yes' to save and open the Safety Plan Services page, or 'No' to return to the Safety Assessment, Analysis and Plan page without saving.

38. The Safety Plan Services page prefills the identified safety factor and the description of why that factor was selected. Click Insert in the Safety Services group box to add a Service and complete the following:

- Select the appropriate Service/Activity.
- Enter the name of the provider or responsible person providing the service.
- Complete information for the two narrative boxes.
- Select the appropriate answer for the service and provider questions.

Click Insert to add as many services being established to address this safety factor. When all services are entered, click Save. Click Close to return to the Safety Assessment, Analysis and Plan page.

A screenshot of the "Safety Plan Services" webpage. The page has a header with the "eWiSACWIS UAT" logo and navigation links for "Print", "Spell Check", and "Help". The main content area is divided into two sections. The first section, "Identified Safety Factor and Description", contains a text box with the pre-filled text: "No adult in the home will perform parental duties and responsibilities." The second section, "Safety Services", contains a table with one row. The table has columns for "Service/Activity", "Provider/Resp. Person", and "Describe the availability, accessibility and suitability of the safety service provider involved." The "Service/Activity" column has a dropdown menu with "Basic Home Management/Life Skills" selected. The "Provider/Resp. Person" column has a text box with "Provider/Resp. Person" entered. The "Describe the availability, accessibility and suitability of the safety service provider involved." column has a text box with "Describe..." entered. Below the table, there are two rows of radio button questions. The first row is "This needed service/activity exists." with "Yes" selected. The second row is "Service/activity/provider is currently available at level/time required." with "Yes" selected. At the bottom right of the "Safety Services" section is an "Insert" button. At the bottom right of the entire page are "Save" and "Close" buttons.

39. The Service/Activity and Provider/Responsible Person displays on the Description of Safety Threats tab. The Services Available/Accessible questions now have answers pre-filled. If both of the Services Available/Accessible questions are answered 'Yes,' then document narrative for 'Describe how CPS will manage/oversee the safety plan, including communication with the family and providers.'

The screenshot shows the 'eWiSACWIS UAT' web application interface. The title bar reads 'Safety Assessment, Analysis and Plan -- Webpage Dialog'. The main header includes the logo and navigation links: Resource, TM, Print, Spell Check, and Help. The 'General' section at the top contains fields for Name (Mom Basket), Worker (Worker Bee), Approval Date, Type (Initial Assessment Primary), and a Completed checkbox. Below this is a tabbed interface with four tabs: Part Info, Safety Assessment, Description of Safety Threats (selected), and Plan Analysis. The 'Description of Safety Threats' tab contains a 'Describe...' text area, an 'Add/Edit Services' link, and a table with two columns: 'Service/Activity' and 'Provider/Responsible Person'. The table has one row with the values 'Basic Home Management/Life Skills' and 'Provider/Resp. Person'. Below the table is the 'Services Available/Accessible' section, which contains two questions with pre-filled 'Yes' radio buttons: 'All Needed Services/activities provided.' and 'All Needed Services/activities/providers are available at level/time required.'. Below these questions is a red-bordered box containing the text 'Describe how CPS will manage/oversee the safety plan, including communication with the family and providers.' and a 'Describe...' text area. At the bottom of the form are an 'Options:' dropdown menu with a 'Go' button, and 'Save' and 'Close' buttons.

Safety Assessment, Analysis and Plan -- Webpage Dialog

eWiSACWIS UAT

Resource TM Print Spell Check Help

General

Name: Mom Basket Worker: Worker Bee Approval Date: Type: Initial Assessment Primary ☐ Completed

Part Info Safety Assessment **Description of Safety Threats** Plan Analysis

Describe...

[Add/Edit Services](#)

Service/Activity	Provider/Responsible Person
Basic Home Management/Life Skills	Provider/Resp. Person

Services Available/Accessible

All Needed Services/activities provided. ☒ Yes ☐ No

All Needed Services/activities/providers are available at level/time required. ☒ Yes ☐ No

Describe how CPS will manage/oversee the safety plan, including communication with the family and providers.

Describe...

Options: Go Save Close

40. From the Options drop-down, open the two templates associated with the Safety Assessment and Plan page: the Safety Assessment and the Safety Analysis and Plan.

Safety Assessment, Analysis and Plan -- Webpage Dialog

eWiSACWIS^{UAT} Resource TM Print Spell Check REC Help ?

General

Name: Mom Basket Worker: Worker Bee Approval Date: Type: Initial Assessment Primary ☒ Completed

Part Info Safety Assessment Description of Safety Threats Plan Analysis

Describe...

[Add/Edit Services](#)

Service/Activity	Provider/Responsible Person
Basic Home Management/Life Skills	Provider/Resp. Person

Services Available/Accessible

All Needed Services/activities provided. ☒ Yes ☐ No

All Needed Services/activities/providers are available at level/time required. ☒ Yes ☐ No

Describe how CPS will manage/oversee the safety plan, including communication with the family and providers.

Describe...

Options: Go

- Text
- Safety Assessment
- Safety Analysis and Plan

Save Close

41. Once completed, check the Completed checkbox of the Safety Assessment, Analysis and Plan click Save. Click Close to return to the Initial Assessment – Primary page.

42. On the Initial Assessment – Primary page, select the ‘Initial Assessment Primary’ from the Options drop-down and click Go to generate the template.

Initial Assessment-Primary -- Webpage Dialog

eWiSACWIS UAT Resource TM Print Spell Check REC Help ?

Case Information
Case Name: Basket, Mom Case ID: 9224000 Referral Date: 10/01/2013 Assessment Type: Traditional ☒ IA Completed

Part. Info | Maltreatment | ChildFnctng | AdultFnctng | ParentalPractices | Summary

Child Information

Child Name	DOB
Basket, Baby	01/01/2013
Basket, Kid	10/10/2002

[Add/Edit](#)

Parent Information

Parental Role Name	DOB
Basket, Dad	02/02/1980
Basket, Mom	10/10/1980

[Add/Edit](#)

Options: Initial Assessment Primary [Go](#) [Save](#) [Close](#)

Action
Safety Assessment, Analysis and Plan
Text
Initial Assessment Primary

43. When the IA Primary is complete, check the IA Completed checkbox. This checkbox must be checked prior to approval. Click Save, and then Close to return to the Assessment page.

eWiSACWIS UAT Resource TM Print Spell Check REC Help ?

Case Information
Case Name: Basket, Mom Case ID: 9224000 Referral Date: 10/01/2013 Assessment Type: Traditional ☒ IA Completed

Part. Info | Maltreatment | ChildFnctng | AdultFnctng | ParentalPractices | Summary

Child Information

Child Name	DOB
Basket, Baby	01/01/2013
Basket, Kid	10/10/2002

44. On the Assessment page, verify information on all the tabs is complete. If applicable, link any new CPS Reports to the Assessment, otherwise, proceed to the Participants tab to send for Approval.

https://apps.dcf.wisconsin.gov/?action=EDIT&IVGN_ID_CASE=9224000&IVGN_ID_INV5=9222051 - Assess - Windows Intern...

eWISACWIS UAT Resource TM Print Spell Check Help

Assessment Name: Basket, Mom Assessment ID: 9222051 Status: Open **Report** Response Time: Same Day Date: 10/01/2013

Participants Basic Allegations Contacts Results

Case Name Information

C/O:
Street #: 123 Street: Fishers St Apt.:
City: Monona State: WI Zip: 53716 Country: United States
Phone: (608)123-4545 Ext.: Alt. Phone: Alt. Ext.:
Fax:
Language Preference: English

Living Arrangement of the Child(ren)

Living Arrangement of the Child(ren): Married two parent household, with two biological/adoptive parents

Family Characteristics/Conditions

Family Characteristics/Conditions: None Observed
Family Characteristics/Conditions:
Family Characteristics/Conditions:

Options: Go Save Close

100%

Linking a CPS Report to Assessment

45. If a CPS Report is screened in while working on an Assessment it can be linked to that assessment. From the Participants tab, select 'Link Report to Assessment' from the Options drop-down and click Go.

https://apps.dcf.wisconsin.gov/?action=EDIT&IVGN_ID_CASE=9224000&IVGN_ID_INVS=9222051 - Assess - Windows Intern...

eWiSACWIS UAT Resource TM Print Spell Check Help

Assessment
Name: Basket, Mom Assessment ID: 9222051 Status: Open

Report
Response Time: Same Day Date: 10/01/2013

Participants Basic Allegations Contacts Results

Assessment Participants

Name	Gender	DOB	Race	Roles	Edit Roles
Mom Basket	Female	10/10/1980	White	AM-HM-PR-RN	Roles
Madison Teacher	Female	12/12/1970	Black/African American	RP	Roles
Dad Basket	Male	02/02/1980	White	AM-HM-PR	Roles
Kid Basket	Female	10/10/2002	White	AV-HM	Roles
Baby Basket	Male	01/01/2013	White	AV-HM	Roles

[Create/View ICWA Record](#) [Insert](#)

Options: Link Report to Assessment [Go](#) [Save](#) [Close](#)

Actions
Approval
Link Report to Assessment

100%

On the Assessment Report Link page, select the appropriate CPS Report(s). Click Continue to associate the CPS Report to the Assessment and return to the Assessment page.

Assessment Report Link -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

CPS Reports

	Report Name	Supervisor Screening Date	Date and Time Report was Received
<input type="checkbox"/>	Mom Basket	10/14/2014 11:17:00	10/13/2014 20:32:00

[Continue](#) [Close](#)

Sending the Completed Assessment for Approval

46. From the Participants tab, select 'Approval' from the Options drop-down and click Go.

The screenshot shows the eWiSACWIS UAT web application interface. The browser address bar displays the URL: https://apps.dcf.wisconsin.gov/?action=EDIT&IVGN_ID_CASE=9224000&IVGN_ID_INV5=9222051. The page title is "Assess - Windows Intern...". The application header includes the eWiSACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help. The main content area is divided into two tabs: "Assessment" and "Report". The "Assessment" tab is active, showing the following information: Name: Basket, Mom; Assessment ID: 9222051; Status: Open; Response Time: Same Day; Date: 10/01/2013. Below this, there are five sub-tabs: Participants, Basic, Allegations, Contacts, and Results. The "Participants" sub-tab is selected, displaying a table of Assessment Participants. The table has columns for Name, Gender, DOB, Race, Roles, and Edit Roles. The data rows are as follows:

Name	Gender	DOB	Race	Roles	Edit Roles
Mom Basket	Female	10/10/1980	White	AM-HM-PR-RN	Roles
Madison Teacher	Female	12/12/1970	Black/African American	RP	Roles
Dad Basket	Male	02/02/1980	White	AM-HM-PR	Roles
Kid Basket	Female	10/10/2002	White	AV-HM	Roles
Baby Basket	Male	01/01/2013	White	AV-HM	Roles

Below the table, there is a "Create/View ICWA Record" hyperlink and an "Insert" button. At the bottom of the page, there is an "Options:" section with a dropdown menu showing "Approval" selected, a "Go" button, and a "Save" button. A "Close" button is also present. A status bar at the bottom right shows "100%" zoom.

47. The following message will display as a reminder to complete the Screening tab of the ICWA Record. Click Close to close the message.

The screenshot shows a "Webpage Dialog" box titled "eWiSACWIS -- Webpage Dialog". The message inside the dialog reads: "Please complete the questions on the Screening tab of the ICWA Record and launch the Screening for Child's Status as Indian document." Below the message is a "Close" button.

48. If the ICWA Screening tab has been completed, proceed to the next step, otherwise, to create or view an ICWA record for a child, click the [Create/View ICWA Record](#) hyperlink at the lower left of the Participants tab on the Assessment page (see step 5 above). For more information regarding completing the ICWA Record, see the Documenting ICWA Quick Reference Guide.

49. On the Approval History page, select the Approve radio button and click Continue to return to the Assessment page. Click Save to send the assessment for supervisory approval.

Recording a Date of Death for a Child

A date of death for a child can be recorded on the following pages: Person Management, Allegation (Access Report), Allegation (Assessment), Serious Incident Notification, and Placement & Service Ending.

In Assessment, the field will dynamically display if a death is indicated on the page and is required when a determination other than pending is selected. If a Death Date is already entered on Person Management, the date pre-fills to the page. If a Death Date is changed on the Allegation page, Death Date on Person Management will be updated after the Assessment is approved. The Death Date field will always remain editable on Person Management but will freeze on the Assessment and will not be able to be changed after it has been approved.

Allegation (Assessment) -- Webpage Dialog

eWiSACWIS Print Spell Check REC Help ?

Allegation

Alleged Victim: Adopt Abby

Abuse/Neglect Code: Physical Abuse

Description: Blunt Force Trauma

Determination: Pending

Date or Approximate Date of Alleged Maltreatment: 10/01/2013

Alleged Victim received medical treatment as a result of this alleged maltreatment: ☐ Yes ☒ No

Alleged Maltreatment occurred while the child's residence was an OHC placement: ☐ Yes ☒ No ☐ Unknown

Serious Incident: ☒ Yes ☐ No

☒ Death / Alleged maltreatment Details

☐ Death / Alleged suicide OHC

☐ Serious injury Details

☐ Egregious incident Details

[DCF memo 2010-01](#) [Act 78](#)

Death Date: 00/00/0000

Save Close

Note: The Death Date on an approved Access Report or Assessment, or the most recently entered date of death in Person Management will prefill to the Serious Incident Notification. The Death Date field displays when the Death/Alleged Maltreatment or Death/ Alleged Suicide checkbox is selected on the page.

Note: If allegations rise to the level of a Serious Incident, Wisconsin Act 78 requires county agencies and the Bureau of Milwaukee Child Welfare (BMCW) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the [Serious Incident \(Act 78\)](#) Quick Reference Guide for more information.